

**Prof.(Dr.) Vibha Surana**  
I/C Director



**Confucius Institute,  
University of Mumbai  
Room no. 8, Ground floor,  
Ranade Bhavan,  
Kalina Campus, Santacruz (East),  
Mumbai- 400 098. (India)**

Reaccredited by NAAC with 'A' Grade

Ref. No. CI / \_\_\_\_\_

Date: 12/1/2018

## **NOTICE**

### **Vacancy for non teaching contractual staff for Confucius Institute, University of Mumbai**

Confucius Institute, University of Mumbai announces interviews for the contractual temporary position of Executive Assistant at the Confucius Institute, University of Mumbai:

Last date of application submission: 29<sup>th</sup> January, 2018.

Tentative Interview date: 12<sup>th</sup> February, 2018

Shortlisted candidates would be sent an email for the interview.

*Vibha Surana*

Prof. Dr. Vibha Surana  
I/c Director, Confucius Institute  
University of Mumbai

## Notice

### Vacancy for non teaching contractual staff for Confucius Institute, University of Mumbai



Position: Executive Assistant (Superintendent Level) at Confucius Institute, University of Mumbai

Nature of appointment: Contractual, temporary

Total monthly income: Rs. 48,000/-

Age: 18-35 years

#### Essential Qualification:

1. Graduate in any discipline
2. Excellent IT skills (word, excel, emails, website...)
3. Proficiency in English, Hindi and Marathi
4. Should be willing to adjust working hours / days as per requirement
5. Intention of working long term, if desired by CI, UoM
6. Must be willing to acquire proficiency in Chinese Mandarin, if it is lacking
7. Must be mature, industrious, reliable, honest, committed, punctual, open to learning, must deliver, possess a positive & pleasant demeanour

#### Desirable:

1. Post graduation in any discipline
2. Work Experience in related fields
3. Software development and skills for accounts, admissions, exam, office use
4. Proficiency in Chinese language
5. Acquaintance with Tally software

#### Job Profile:

Assisting the Indian Director, Confucius Institute (CI), University of Mumbai in the following areas:

-organizing admissions - conducting examinations for CI as well as as HSK exam centre-conducting publicity for courses online and offline-maintaining accounts (handling cash too)-handling documentation and filing-taking care of correspondence online and offline-procuring and disseminating Teaching Material-maintaining CI library -networking -maintaining and improving the CI website-answering queries-following up tasks-procuring and maintaining infrastructure -organizing events / programmes of the CI-ensuring smooth and efficient running of the CI-learning Chinese if not known -any other such work assigned by the Director

#### Documents required along with the application form:

1. Masters or/and Bachelor Degree Certificate/s
2. Certificate/s for computer skills
3. Self attested photo Id copy with address proof
4. 2 testimonials (1 of current employer and 1 of previous employer / Gazetted officer)
5. Letter of Motivation
6. 2 references of current and previous employer in following format:

Name	Designation	Contact No.	Email Id	Address
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*Vibha Swami*  
i/c Director  
Confucius Institute  
University of Mumbai

Application Form  
Confucius Institute, University of Mumbai



1.	Position applied for:	Executive Assistant (Contractual Temporary)	
2.	Name:		
3.	Date of Birth & Age:		
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	<input type="checkbox"/>
		2. Open	<input type="checkbox"/>
8.	Documents attached:	1. Self attested true copies of certificates and documents a: Graduation / Post-graduation / Certificate b: MS-CIT / Computer Skills	<input type="checkbox"/>
		2. Self attested Photo Identity, address and birth date proof: Aadhar card / Passport / Voters' card / Driving license / ...	<input type="checkbox"/>
		3. 2 testimonials	<input type="checkbox"/>
		4. Letter of Motivation with one passport size photo pasted on it.	<input type="checkbox"/>
		5. 2 references of current and previous employer	<input type="checkbox"/>
9.	Email Id & Mobile No.		
10.	Signature of the Candidate:		
	Remarks of the Panel:		

Note: All required documents with application form needs to be sent to Confucius Institute, University of Mumbai, Room no. 8, Ground floor, Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai - 98 on or before 29<sup>th</sup> January 2018.

*Vibha Surani*  
I/c Director  
Confucius Institute  
University of Mumbai